

**Town of Annapolis Royal  
POLICY**

TITLE: <b>Policy on Meetings, Procedures, and Presentations</b>	
POLICY NO.: <b>2023-02</b>	SUPERSEDES: <b>2012-2, 2011-2, 2009-5, 2008-2, 2020-06</b>
EFFECTIVE DATE:	APPROVED BY COUNCIL MOTION NO.: <b>MOTION #C2023-04-25-09</b>

**Definitions**

1. In this policy all words shall have their meanings as described in Standard English dictionaries except for the following:

1.1 "Chair" means.

For Council and the Committee of the Whole (CoW)

- i. the Mayor; or
- ii. in the absence of the Mayor, the Deputy Mayor, or
- iii. in the absence of the Mayor and the Deputy Mayor, the member appointed by Council to preside.

For any other Advisory Committee or sub-committee

- iv. The member appointed as Chair
- v. in the absence of the Chair, the member appointed as Vice-Chair, or
- vi. in the absence of the Chair and the Vice Chair, the member appointed by the committee to preside

1.2 "Meeting" means a complete meeting and covers the period of time in which members are actually sitting, from the official opening of a meeting until the final adjournment, regardless of the number or length of sessions which may be held and then terminated by temporary recesses or adjournments.

1.3 "Motion" means a mover and seconder who make a proposal that seeks the support of a majority of Council. Names of the mover and seconder are not required.

1.4 "Amendment" means a motion is made to change a motion currently on the floor, without changing the intent of the original motion.

1.5 "Friendly Amendment" this is not the correct term, see above.

1.6 "Amending a Previously Approved Motion" means to amend a positive motion with small changes.

1.7 "Adjournment" means when the business of a meeting is complete, the meeting is adjourned. A motion is not required.

1.8 "Refer" means when Council believes it requires more information before making a decision, it can refer the motion to another Committee of Council or staff.

1.9 "Table" means to delay a decision for the time being while dealing with another matter. It is not to be used to delay a decision to a future meeting.

1.10 "Recission" means to rescind a motion that was passed in the affirmative. If Council approves something,

then wishes to take that motion back, it does so by rescinding the original motion.

- 1.11 “Reconsideration” means re-thinking a motion that was previously defeated.
- 1.12 "Point of Order" means
- i. any breach of the rules of order of Council; or
  - ii. any defect in the constitution of any meetings; or
  - iii. the use of improper, offensive, or abusive language; or
  - iv. any other informality or irregularity in the proceedings of the meeting.
- 1.13 "Procedural Motion" means any motion dealing strictly with procedure and, without limiting the generality of the foregoing, includes the following: motions to extend the time of a meeting, motions to refer, motions to amend, motions to table, motions to postpone indefinitely or definitely, and motions to adjourn.
- 1.14 “Petition/petitioner” to petition is to make or present a formal request to (an authority) with respect to a particular cause. A petitioner is the person who makes the request.
- 1.15 “Point of Privilege” means questions of privilege affecting the assembly including matters of comfort (temperature, physical environment), amplification (noise), or safety.
- 1.16 “Robert’s Rules of Order” refers to the most recent edition of Robert’s Rules of Order, Newly Revised, 12<sup>th</sup> Edition, 2020.

## **Procedure**

2. Procedure at all meetings shall be according to Robert’s Rules of Order, Newly Revised, 12th Edition, 2020.
- 2.1 To include (but not be limited to)
- i. Roll Call and Quorum
  - ii. Voting
  - iii. Rules of Debate
  - iv. Motions/Resolutions
  - v. Notice of Motion

## **Appointment of Deputy Mayor /Chair/Vice Chair**

- 3.1 The Council may elect a Deputy Mayor at the first meeting after the election of the Council or at any time thereafter, who shall serve at the pleasure of Council from among their numbers.
- 3.2 The election of Deputy Mayor shall be by ballot or electronic voting
- 3.3 For all Advisory Committees/Sub-Committees, a Chair and Vice Chair shall be selected from among its members via the regular process established in the Municipal Government Act at the first meeting of the Committee/Sub-Committee after its establishment or when either position is vacant.
- 3.4 In all cases, where only one person is nominated for an office and nominations have been closed by resolution, the (acting) Chair shall declare that person elected to the office in question, by acclamation.
- 3.5 In these selections, where more than two persons are nominated for an office and no nominee receives, on the first vote or ballot, a majority of the votes of the members present, the name of the nominee who receives the least number of votes shall be dropped from the vote or ballot and the Council/Committee/Sub-Committee shall vote again. This shall continue to vote until one of the nominees has a majority of the votes of the members present.

**Meetings**

- 4.1 Except where some other place is designated by a Resolution of Council, all meetings of the Council/CoW and Advisory Committees shall be held in the Council Chambers of the Town Hall.
- i The regular monthly meeting of the Council/CoW and Advisory Committees shall be held at a time determined by elected officials to be published beforehand on the Town website and via social media.
  - ii In the event it is determined that a meeting shall be held virtually, the time, date, and access link to the meeting shall be published on the Town website and social media
- 4.2 All meetings shall be a maximum of 3 hours in length with an option to extend the meeting by a maximum of 30 minutes in special cases or an “unusually long agenda” and “time set for presentations” will only be extended by a motion of the Council/CoW/Advisory Committee/Sub-Committee.
- 4.3 All meeting agendas (to include Advisory Committees and Sub-Committees) shall be posted on the Town website.
- 4.4 When a meeting falls on a holiday, the Council/CoW/Advisory Committee/Sub-Committee will pick a new date and publish this date on the Town’s website and social media
- 4.5 Every meeting of Council/Advisory Committee/Sub-Committee shall be presided over by the Mayor/Chair or, in their absence, by the Deputy Mayor/Vice Chair (sections 15(1) and (2) Municipal Government Act).
- 4.5.1 Committee of the Whole (CoW) shall be chaired by the Deputy Mayor or, in their absence, by the Vice Chair (sections 15(1) and (2) Municipal Government Act).
- 4.6 If both the Mayor/Chair and the Deputy Mayor/Vice Chair are absent, the Council/Advisory Committee/Sub-Committee may appoint a chair from the members present (section 15(2) of the Municipal Government Act).
- 4.7 Ten minutes for “Public Input” will be designated at the beginning of meetings. Each speaker can make a three (3) minute statement. It would be understood that no debate, questions, and answers are to be entertained, it is a concern, recommendation, or statement to be considered by the Council/Advisory Committee/Sub-Committee. Anything longer than three (3) minutes should be made through a formal presentation to the Council/Advisory Committee/Sub-Committee.
- 4.8 All meetings shall be open and public unless held in camera to discuss one or more of the following:
- i. acquisition, sale, lease, or security of municipal property
  - ii. minimum price to accept at a tax sale
  - iii. personnel matters
  - iv. labour relations
  - v. litigation
  - vi. legal advice
  - vii. public security
  - viii. contract negotiations

**Minutes**

- 5.1 Minutes to be kept for all meetings
- i. The minutes are the official record of the proceeding
  - ii. They document consensus, decisions, actions, and track historical evolution

- iii. They are the legal public record of the meeting
  - iv. They record actions taken (carried, defeated, tabled, actions assigned)
- 5.2 Minutes will be anonymous except for attendance, actions assigned, “nay” votes which will be recorded upon request
- i. Disputes will not be recorded
  - ii. Reasons why a member is for or against a motion will not be recorded
  - iii. Abstentions will be counted as a nay vote
- 5.3 Minutes, watermarked as draft, shall be available online 5 days after the meeting, so that residents may review the issues which will be deliberated at the following meeting.
- 5.4 Upon the opening of each meeting, the minutes of the previous meeting will be reviewed. After all necessary corrections and amendments have been made, and the minutes approved, an approved copy shall be posted online within 5 days (upon review by the Mayor/Chair) and shall be deemed to be the original minutes. In the case of Sub-Committees, approved minutes shall be submitted to the parent Advisory Committee and posted with the minutes of those Advisory Committees.
- 5.6 Minutes will be formatted as per the guidelines in Schedule A

#### **Electronic Poll**

- 6.1 Telecommunications polls may be used for motions regarding matters which, in the opinion of the Chair, need to be resolved before another meeting and are not deemed to be sufficiently substantive in nature as to require a discussion. Such motions require a mover and a seconder. The motion with any pertinent information is e-mailed to all members of the Council/Advisory Committee/Sub-Committee. Individual responses shall be to all members of the Council/Advisory Committee/Sub-Committee (reply all). Any vote must be ratified at the next regular meeting of the Council/Advisory Committee/Sub-Committee.

#### **Addressing Council/Advisory Committee/Sub-Committees**

- 7.1 Every ratepayer or resident of the Town, and every corporation doing business therein, shall have the right to be heard before Council/Advisory Committee/Sub-Committee as a petitioner, and every petitioner shall be entitled to be heard at the time of presentation of the petition.
- 7.2 Persons accompanying the petitioner may be heard, in support of such petition, if they have obtained consent by a majority vote of the Council/Advisory Committee/Sub-Committee.
- 7.3 Every petition shall be presented to the Council/Advisory Committee/Sub-Committee by a member of Council/Advisory Committee/Sub-Committee. The petition should not concern an impertinent or improper matter and that the petition should show due respect in its language and contents.
- 7.4 When petitioners, or persons speaking in support of a petition, address Council/Advisory Committee/Sub-Committee, they shall exhibit the appropriate respect for the members both in speech and in action; and they shall at no time argue in answer to any question put by a member, but they shall answer the same respectfully. The petitioner shall be treated in the same manner.
- 7.5 Every communication, including a petition designed to be presented to the Council/Advisory Committee/Sub-Committee, shall be legibly written or printed and shall not contain any obscene or improper matter or language and shall be signed by at least one person when submitted.
- 7.6 The filing of a petition with the Council/Advisory Committee/Sub-Committee shall be done at least one

week before the meeting at which it is to be considered, and the Council/Advisory Committee/Sub-Committee shall keep a record of all petitions filed.

**Presentations to Council/Committees**

- 8.1 If presenting to Council/Advisory Committee/Sub-Committee, the presentation will be submitted at least one week before the meeting.
- 8.2 Presentations shall be scheduled for 15 minutes- 10 minutes to present- 5 minutes for questions and answers

**Standing, Special and Advisory Committees**

- 9.1 The Council may establish standing, special and advisory committees.
- 9.2 Each committee shall perform the duties conferred on it by this policy, any other Act of the Legislature, or the by-laws of the Town.
- 9.3 The Council may appoint persons who are not members of the Council to a committee and may establish a procedure for doing so.
- 9.4 A committee shall operate in accordance with the procedures provided in the Municipal Government Act and the procedural policy for the Council applies to committees unless the Council, by policy, decides otherwise.
- 9.5 Where the Mayor is ex-officio to any committee of council, and the Mayor attends the committee meeting, the Mayor is entitled to vote, to make motions, and be considered in the number of members required to reach quorum.

**Repeal and Replace**

- 10.1 Policy #2020-06, the Policy on Meetings and Procedures and Presentations, is repealed.

**THIS IS TO CERTIFY** that this policy was duly passed by a majority vote of the whole Council at a duly called Council meeting held on the 25<sup>th</sup> day of April 2023.

**GIVEN** under the hand of the CAO and under the seal of The Town of Annapolis Royal the 26<sup>th</sup> day of April 2023.

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Sandi Millett-Campbell  
Chief Administrative Officer

SCHEDULE A

Formatting

1. The following header will be used for all minutes

<b>Call to Order</b>	TIME
<b>Present</b>	Members and members of the public (number only) if applicable Administration: members of the admin team who are not committee members
<b>Absent</b>	Member name
<b>Additions to the Agenda</b>	1. Any additions to the agenda / Section/Topic/Number first then text of the addition
<b>Approval of the Agenda</b>	Unanimous Consent encouraged (see Robert’s Rules of Order, 12 <sup>th</sup> edition)  Once the agenda is reviewed, the Chair states “if there are no other additions or objections, the agenda is accepted.” No motion is required
<b>Edits to the Minutes</b>	1. Any edits to the minutes
<b>Approval of the Minutes</b>	Unanimous Consent encouraged (see Robert’s Rules of Order, 12 <sup>th</sup> edition)  Once the minutes are reviewed, the Chair states “if there are no corrections or objections, the minutes are accepted.” No motion is required

2. Margins: Narrow
3. Font: Calibri size 11
4. Multi-level list format
  1. **Section** (BOLD)
    - i. Topic Heading
    - a. Sub-heading
5. When a motion is made, an action decided, or a discussion tabled, the activity will be noted as follows: Motion #CommitteeNameYear-Month-Date-Number of the Motion in **BOLD**.
  1. e.g. **MOTION #MEDC2020-10-13-01** (for the first motion of the meeting)
6. For and action the following will be recorded Action, Responsibility, Target Date in the following manner;
  1. **Action:** the action to be performed  
**Responsibility:** Who is responsible for the action  
**Date:** The intended deadline for the action
  2. If a discussion has been tabled, it is recorded in the same manner as an action, with the Responsibility going to the Recording Secretary who will return the item to relevant agenda at the time determined by the committee (i.e. at the next meeting or some date in the future)
  3. To amend a motion state “I move that the motion be amended by...”
  3. Motions and Actions will have a blank line above and below assist in locating them in the minutes.
  4. Once the agenda is complete, the Chair states “Since there is no other business, the meeting is adjourned.” No motion is required.

